

Course title: Introduction to Management		Credits* 5	Course code
Type of the course		Assessment:	
Lecture		Mid-term and final presentations	X
Seminar	X	Essay to be submitted by a set day	X
Practice		Activity in classroom discussions	X
Semester (according to the standard curriculum): 1			
Course availability (according to the standard curriculum): Autumn			
Language of instruction (if not in Hungarian): English			
Prerequisites (according to the standard curriculum):			
Type of the course (compulsory, obligatory elective, free elective): compulsory			
Course schedule: http://www.kodolanyi.hu/neptun/			
<p>Course objectives: The main aim of the course is to enable students to understand management from an international and organisational, economy-based perspective, they should understand organization and management of different types of organizations, who gained experience in leadership of business process, project management by using their economic knowledge, applying business knowledge and tools. Their knowledge will make them capable of understanding, planning, and analysing operative and functional business processes of the organizations and institutions in creative, innovative, quality-oriented ways.</p> <p>Learning outcomes (based on professional competences):</p> <p>Knowledge: The students possess knowledge of:</p> <ul style="list-style-type: none"> - a broad, analytical and integrated viewpoint of business and management, their comprehensive terms, concerning national and international economics, relevant actors, functions and processes; - the various processes, procedures and practices for effective management of organizations. It includes theories, models, frameworks, tasks and roles of management, including rational analysis. <p>Skills: The students are capable of:</p> <ul style="list-style-type: none"> - economic activity for enterprise, planning, organizing, leading and monitoring; - drawing decisions by using different theories, tools in routine and non-routine environment; - giving business suggestions orally, in writing, by the professional business communication rules. <p>Attitudes: The students have attitudes as follows:</p> <ul style="list-style-type: none"> - capability of proactive behavior, resolving problems, constructive behavior; - problem solving and critical analysis: analyzing facts and circumstances to determine the cause of a problem and identifying and selecting appropriate solutions. <p>General competences:</p> <ul style="list-style-type: none"> - Conceptual and critical thinking, analysis, synthesis and evaluation. - Self-management: a readiness to accept responsibility and flexibility, to be resilient, proactive and appropriately assertive, to plan, organize and manage time. <p>Foreign language competences: Students can function independently and with a great deal of precision on a wide variety of subjects and in almost any setting without any prior preparation.</p> <ul style="list-style-type: none"> - Can understand a wide range of demanding, longer texts, and recognize implicit meaning. - Can express ideas fluently and spontaneously without much obvious searching for expressions. - Can use language flexibly and effectively for social, academic and professional purposes. 			

- Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

Teaching methods:

In the core of the methods cooperative group work and individual preparation for presentations are placed. Besides, it is necessary to spend time on discussions, problem solving, introduction of real practical experience and case studies. Audio-visual tools are also available. When choosing the subject methodology, it is also imperative that students of the 21st century use modern techniques of obtaining information. However, it should also be an essential element in teaching that the teacher has practical experience. Individual work is based on self-development and research, in-class activities comprise presentations, their discussion, cooperative group work as well, as development of a written project work.

Requirements:

Classes are compulsory!

Two presentations during the semester.

Students are to submit an essay by the end of the semester.

Activity in interactive classroom discussions is expected.

Assessment & Grading:

Final presentation: 30%

Mid-term presentation: 20%

Essay: 30%

Classroom discussions: 20%

89-100% excellent

77-88% good

65-76% satisfactory

51-64% pass

0-50% fail

Department/faculty responsible for the course: Department of Interdisciplinary International Studies

Required average students' working hours (number of credits multiplied by 30):

30 contact hours

120 working hours.

Individual assignments (expected number of hours and list of activities):

Compulsory and recommended readings: 70

Individual writing task: 30

Preparation for presentations: 20

Course leader: Wirthné Móricz Zsuzsanna

Lecturers: Wirthné Móricz Zsuzsanna